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#355

COMPANIES HOUSE

1 Company details

Company number 01986394
Company name in full Batchelor and Smith Limited

→ Filling in this form
Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Andrew
Surname Watling

3 Administrator's address

Building name/number Office D
Street Beresford House
Post town Town Quay
County/Region Southampton
Postcode SO14 2AQ
Country

4 Administrator's name ①

Full forename(s) Carl
Surname Jackson

① Other administrator
Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number Office D
Street Beresford House
Post town Town Quay
County/Region Southampton
Postcode SO14 2AQ
Country

② Other administrator
Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6 Period of progress report

From date	d	1	d	2	m	0	m	1	y	2	y	0	y	1	y	7
To date	d	1	d	1	m	0	m	7	y	2	y	0	y	1	y	7

7 Progress report

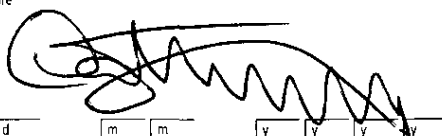
☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date	d	1	d	9	m	0	m	7	y	2	y	0	y	1	y	7
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**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name	6001672									
Company name	Quantuma LLP									
Address	Office D									
	Beresford House									
Post town	Town Quay									
County/Region	Southampton									
Postcode	S	O	1	4		2	A	Q		
Country										
DX										
Telephone	02380336464									

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.

**Important information**

All information on this form will appear on the public record.

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

**Further information**

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Batchelor and Smith Limited

(In Administration)

("the Company")

High Court of Justice, Companies Court No. 8645 of 2017

THE JOINT ADMINISTRATORS' PROGRESS REPORT FOR THE PERIOD 12 JANUARY 2017 TO 11 JULY 2017

Dated: 18 JULY 2017

This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Andrew Watling and Carl Jackson of Quantuma LLP, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, were appointed Joint Administrators of Batchelor and Smith Limited on 12 January 2017.

The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.

Andrew Watling is licensed to act as an insolvency practitioner by the Institute of Chartered Accountants in England and Wales and Carl Jackson is licensed to act as an insolvency practitioner by the Institute of Chartered Accountants in England and Wales

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ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Administrators"	Andrew Watling and Carl Jackson of Quantuma LLP
"the Company"	Batchelor and Smith Limited (in Administration)
"the Court"	High Court of Justice, Companies Court
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 12 January 2017 to 11 July 2017
"Bibby Financial Services"	Bibby

INTRODUCTION

This report has been prepared to provide creditors with an update on the progress of the Administration of the Company since the Joint Administrators appointment on 12 January 2017.

The Joint Administrators' proposals were approved on 28 February 2017. A formal notice confirming this was sent to all creditors on 1 March 2017.

A schedule of statutory information in respect of the Company is attached at **Appendix 1**.

Details of the appointment of the Joint Administrators

Andrew Watling and Carl Jackson of Quantuma LLP were appointed Joint Administrators of the Company on 12 January 2017.

The Joint Administrators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

PROGRESS OF THE ADMINISTRATION

The Joint Administrators' receipts and payments account

Attached at **Appendix 2** is a receipts and payments account for the Review Period.

An EOS as at 11 July 2017 is attached at **Appendix 3**.

The rest of this report describes the key developments in the Administration over the Review Period.

For a detailed list of work undertaken by the Joint Administrators during the Review Period, see **Appendix 5**.

We have also summarised the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

VAT Basis

Receipts and payments are shown net of VAT, with any amount due to or from HM Revenue and Customs shown separately.

Administrative, Statutory & Regulatory Tasks

The Joint Administrators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Administration, which has ensured that the Joint Administrators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Administration, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Issuing the Joint Administrators' Proposals, seeking relevant creditors' approvals and issuing *notice of the outcome*;
- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining case files, which must include records to show and explain the administration and any decisions made by the Joint Administrators that materially affect the administration;
- Monitoring and maintaining an adequate statutory bond;

-
- Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
 - Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
 - Completing periodic tax returns.
 - Preparing a report on the conduct of the directors as required by the Company Directors Disqualification Act.

Realisation of assets

Tangible assets

The Company owned four old vans with high mileage. Chattel agents ARI Limited were instructed to value and realise the vans. The vans were sold for £1,525 plus VAT, however as these were sold outside of the Review Period, they do not show on the enclosed Receipts and Payments account.

The Company's furniture and equipment had a book value of £1,257 which ARI confirmed had no realisable value, however a plotter/printer was sold to a local company for £100.

The Company's management accounts ending 30 September 2016 show a book value of £117 in respect of a short leasehold and £135 in respect of plant and machinery. ARI confirmed that both assets had no realisable value.

Book debts

The Company factored its book debts, and as a result they were held as security by Bibby Financial Services ("Bibby"). Bibby have been paid in full from their security and the debtor ledger was re-assigned to the Company on 24 January 2017.

The Joint Administrators instructed debt collector, Hilton Baird to pursue the debtor ledger and during the Review Period a sum of £70,719 was realised. A further £4,819 has been received outside of the Review Period bringing total collections to £75,538 against an estimated to realise figure of £61,579. All debts have now been collected.

Work in progress

There were two small contracts that remained outstanding at the date of the Joint Administrators' appointment. A value of the works carried out was agreed and payment of £3,450 has been received.

Directors' loan account

The Company's management accounts ending 30 September 2016 show an outstanding directors' loan account which totals £65,668. The Company's accountant, Morris Crocker was instructed to reconcile and confirm the amount outstanding and the Joint Administrators are currently liaising with the directors regarding repayment.

Cash at bank

Cash at bank of £1,082 has been received from the Company's bankers.

Petty cash totalled £17.

Bank interest for the Review Period was 48 pence.

Estimated future realisations

The only remaining assets to realise are the directors' loan accounts as detailed above and retentions which are estimated to realise £2,387.

Payments

Debt collection fees

As detailed above, Hilton Baird were instructed to pursue the outstanding debtor ledger. Hilton Baird have been paid £3,350 during the Review Period. Their fee was on a commission basis at 10% of collections. A final payment of £482 has been made outside of the Review Period.

Legal costs

Solicitors, Moore Blatch were instructed to deal with the formalities to effect the Joint Administrators' appointment at court which included filing two Notices of intention to appoint administrators and filing a Notice of appointment. Their pre-appointment fee of £2,964.84 has been paid in full.

In addition, Moore Blatch have provided legal advice in respect of a lease in the name of the Company and have been paid £195 in this regard.

Payroll costs

A former employee of the Company has been paid £200 to produce the employees' P45s.

Pension advice

Clumber Consulting Ltd have been paid £400 to review the Company's pension schemes.

Accountant fees

As previously detailed, the Company's accountant, Morris Crocker have been paid £660 in respect of reconciling the directors' loan accounts.

Other costs

Statutory advertising: £164

Costs incurred but remaining unpaid

Included within the EOS at **Appendix 3** are costs incurred during the Review Period, but which as yet remain unpaid. These costs are separately detailed below:

Cost Description	Amount (£)
Agent's fees	1,379
Debt collection fee	482
Insurance	110
TOTAL	1,971

During the Review Period, the Joint Administrators have also incurred time costs and direct expenses, not all of which have yet been discharged. Further details of these costs are set out below.

CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

The Company granted a fixed and floating charge to Bibby on 16 February 2015, who were owed £6,280 on appointment. During the Review Period, Bibby have been repaid in full from the fixed charge they held over the Company's book debts.

Preferential creditors

The Joint Administrators and their staff have incurred time costs in assisting employees to obtain payment from the Redundancy Payments Office.

Preferential claims relating to unpaid holiday pay and wage arrears were estimated at £16,572 in the estimate of the financial position of the Company as at 12 January 2017. The Joint Administrators are not yet in receipt of the proof of debt form from the Redundancy Payments Office.

Based on current information, it is estimated that funds will be sufficient to pay preferential creditors in full.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

Bibby's liability has been discharged in full from book debt recoveries and consequently there will be no prescribed part in this Administration.

Unsecured creditors

Unsecured claims were estimated at £385,954 in the estimate of the financial position of the Company and to date 14 claims have been received from unsecured creditors totalling £85,035.

A dividend to unsecured creditors is expected. The quantum of any distribution will be dependent on realising the directors' loan accounts, the final costs and the level of agreed claims but I currently anticipate that the dividend will likely be in the range of 18 pence in the £.

Claims process

Due to the possible distribution to unsecured creditors, you are requested to submit claims (if you have not already done so) to the address on the front of this report, marked for the attention of Melanie Croucher or at melanie.croucher@quantuma.com.

A Proof of Debt form is attached at **Appendix 6**.

OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

As part of the Joint Administrators' statutory duties, an investigation into the conduct of the Company Directors was completed.

In this regard, a confidential report was submitted to The Insolvency Service on 29 March 2017.

Initial Assessment of Potential Recoveries

As part of the Joint Administrators duties they are obliged to review shortly after appointment all the information available to them and conduct an initial assessment of whether there are any matters which may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This review has been completed and the Joint Administrators confirm that they did not identify any further assets or actions which would lead to a recovery for creditors

Should creditors have any information in relation to the above which you feel we should be made aware of, please contact us as a matter of urgency.

EC Regulations

The Company's centre of main interest was in Waterlooville, Hampshire and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

Further Information

Creditors should note that the Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Additionally the Joint Administrators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.

Information about this insolvency process may be found on the R3 website at www.creditorinsolvencyguide.co.uk.

PRE-ADMINISTRATION COSTS

Included within the Joint Administrators' Proposals dated 10 February 2017 was a Statement of Pre-Administration Costs.

These costs were approved on 28 February 2017 as detailed below:

Party instructed	Amount approved (£)	Date approved	Date paid
Quantuma LLP – pre-administration remuneration	12,641.50	28/02/2017	28/02/2017
Quantuma LLP – category 2 disbursement	12.00	28/02/2017	28/02/2017
TOTAL APPROVED	£12,653.50		

As detailed above, Moore Blatch were instructed to deal with the formalities to effect the Joint Administrators' appointment at court. The Joint Administrators are seeking authority from the creditors to approve and ratify their pre-appointment fee of £2,964.84 and the Joint Administrators attach formal notice of vote by correspondence.

THE JOINT ADMINISTRATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Administrators' Fees' effective from 6 April 2017, together with the firm's current schedule of charge-out rates and chargeable disbursements, may be found at <http://www.quantuma.com/guide/creditors-guide-fees/>. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

The Joint Administrators' Fees

The basis of the Joint Administrators' fees was fixed on 28 February 2017 by resolution of creditors as follows:

The Joint Administrators shall be authorised to be remunerated by reference to time properly spent by themselves and their staff in dealing with matters relating to the Administration of the Company, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken. It is estimated that time costs for undertaking all work in connection with the Administration and undertaking the Liquidation of the Company will be £32,623.21 (£21,457.88 in the Administration and £11,165.33 in the Liquidation) as confirmed in the Fee Estimates appended to the Proposals.

In accordance with this resolution, fees totalling £21,457.88 plus VAT have been drawn.

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon the Joint Administrators.

Comparison of estimates

The Joint Administrators' time costs incurred to date (whether or not they have been charged to the Administration estate) are compared with the original fees estimate as follows. The fee estimate covered the duration of the Administration.

For a detailed schedule of work undertaken by the Joint Administrators during the Review Period and for the period of the Administration as a whole, see **Appendix 4**. A detailed narrative list of the work undertaken during the Review Period is provided at **Appendix 5**.

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred to date		
	No. of hours	Blended hourly rate £ per hour	Total fees £	No. of hours	Average hourly rate £ per hour	Total time costs £	No. of hours	Average hourly rate £ per hour	Total time costs £
Administrative and Professional	33.00	204.75	6,756.75	56.00	194.83	10,910.50	56.20	194.80	10,947.50
Finance	33.00	204.75	6,756.75	39.90	185.64	7,407.00	41.40	185.62	7,684.50
Insurance	7.50	204.75	1,535.63	4.90	194.39	952.50	4.90	194.39	952.50
Legal	17.00	204.75	3,480.75	24.40	209.10	5,102.00	24.90	208.61	5,194.50
Marketing	4.00	192.00	768.00	12.90	129.73	1,673.50	12.90	129.73	1,673.50
Other	11.25	192.00	2,160.00	-	-	-	-	-	-
TOTAL	105.75	202.91	21,457.88	138.10	188.60	26,045.50	140.30	188.54	26,452.50

The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Legal fees	-	195.00	195.00	Unforeseen Legal costs incurred in respect of the lease
Administration fees	600.00	-	1,379.00	Increased costs due to vehicles requiring collection and storing
Bank charges	4,400.00	3,549.98	4,031.98	
Bank interest	800.00	660.00	660.00	
Advertising	82.00	164.00	164.00	Additional advert required for meeting of creditors by correspondence
Hotel	250.00	-	110.00	
Phone	135.00	135.00	135.00	
Postage	200.00	200.00	200.00	
Supplier invoices	80.00	-	-	Not yet recharged
Other Category 1 disbursements				
Postage	-	73.26	73.26	Change of disbursement category
Category 2 expenses				
Postage	110.00	19.00	19.00	
Printing	80.00	51.80	51.80	
TOTAL	6,737.00	4,996.76	7,019.04	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. Creditors approved the payment of Category 2 disbursements on 28 February 2017.

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Joint Administrators consider that:

- the original fees estimate has been exceeded; and
- the original expenses estimate has been exceeded for the reasons given above.

The main reasons why the fees estimate has been exceeded is as follows:

Realisations of assets – the collection of the ledger was passed to Hilton Baird to pursue, however before the ledger could be passed to Hilton Baird, the ledger needed to be reconciled to ensure Hilton Baird had sufficient paperwork to pursue the debts.

In addition, increased time has been spent liaising with the Company's accountant and reconciling and pursuing the outstanding directors' loan accounts.

Administration – the original fee estimate underestimated the amount of time required to deal with the day to day management of the case.

Since the Joint Administrators' time costs have exceeded the fee estimate, the Joint Administrators are seeking authority from the creditors for an increase in the Joint Administrators' fees estimate and attach formal notice of vote by correspondence. Details of the additional work that the Joint Administrators will be undertaking are contained in the attached revised fees estimate attached at **Appendix 7**, but in summary they are:

- Realisation of assets – liaising with Hilton Baird in respect of the book debts. Reconciling and realising the outstanding directors' loan accounts

-
- Preparing the necessary paperwork to move the Company from Administration to Creditors' Voluntary Liquidation to facilitate a distribution to creditors should asset realisations be sufficient.

Other professional costs

Solicitors

As previously advised, Moore Blatch were instructed by the Joint Administrators to deal with the formal appointment of the Joint Administrators and to provide advice in respect of the lease. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The Solicitors' total time costs for their pre-appointment work and post appointment work during the Review Period amount to £3,160 and they have been paid in full.

Agents & Valuers

As advised, ARI were instructed as agents to value and realise the Company's vehicles. Their costs have been agreed on a time costs basis and amount to £1,379 plus VAT. ARI have been paid in full outside of the Review Period.

Debt Collectors

As detailed above, Hilton Baird were instructed to pursue the outstanding debtor ledger. Hilton Baird have been paid £3,350 during the Review Period. Their fee was on a commission basis at 10% of collections. A final payment of £482 has been made outside of the Review Period.

All professional costs are reviewed and analysed before payment is approved.

Creditors' rights to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Administrators to provide additional information regarding fees or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' rights to challenge fees and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of fees which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the fees and/or expenses being complained of.

Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

Conclusion

It is the Joint Administrators intention to shortly move the Company form Administration to Creditors' Voluntary Liquidation to realise the outstanding assets of the Company and to facilitate a distribution to the unsecured creditors should funds permit.

Should you have any queries in regard to any of the above please do not hesitate to contact Melanie Croucher on 02380 821870 or by e-mail at Melanie.Croucher@Quantuma.com.

Andrew Watling
Joint Administrator

The affairs, business and property of Batchelor and Smith Limited (in Administration) are managed by the Joint Administrators, who act as agents of the Company and without personal liability

**Batchelor and Smith Limited
(IN ADMINISTRATION)**

STATUTORY INFORMATION

Company Name	Batchelor and Smith Limited
Proceedings	In Administration
Court	High Court of Justice, Companies Court
Court Reference	8645 of 2017
Date of Appointment	12 January 2017
Joint Administrators	Andrew Watling and Carl Jackson both of Quantuma LLP, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Joint Administrators' functions	All functions, duties and powers may be exercised by either one or both of the Joint Administrators
Registered office address	c/o Quantuma LLP, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Company Number	01986394
Incorporation Date	6 February 1986
Company Secretary	Mrs Margaret Batchelor
Appointment by	Director, Robert Wood
Directors at date of Appointment	12 January 2017
Directors' Shareholdings	33%

Batchelor and Smith Limited
(IN ADMINISTRATION)

THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT
AS AT 11 JULY 2017

S of A £		£	£
	SECURED ASSETS		
68,399.00	Book Debts	<u>75,538.00</u>	75,538.00
	SECURED CREDITORS		
(6,820.37)	Bibby Financial Services	<u>NIL</u>	NIL
	ASSET REALISATIONS		
NIL	Short leasehold	NIL	
NIL	Plant & Machinery	100.00	
100.00	Furniture & Equipment	NIL	
1,400.00	Motor Vehicles	NIL	
3,450.00	WIP	3,450.00	
	Cash at Bank	1,081.58	
Uncertain	Directors' Loan account	NIL	
	Bank Interest Gross	0.48	
	Cash in hand	<u>17.08</u>	4,649.14
	COST OF REALISATIONS		
	Specific Bond	135.00	
	Pre-administration fees	12,641.50	
	Pre-administration disbursements	12.00	
	Office Holders Fees	21,457.88	
	Office Holders Expenses	144.06	
	Debt Collection Fees	3,549.98	
	Pre-appointment legal fees & disb	2,964.84	
	Payroll costs	200.00	
	Pension Advice	400.00	
	Legal Fees (1)	195.00	
	Accountants fees	660.00	
	Statutory Advertising	<u>164.00</u>	(42,524.26)
	PREFERENTIAL CREDITORS		
(13,774.78)	RPS Arrears & Holiday Pay	NIL	
(2,796.86)	Employee Arrears/Hol Pay	<u>NIL</u>	NIL
	UNSECURED CREDITORS		
(134,394.32)	Trade & Expense Creditors	NIL	
(11,194.28)	Employees	NIL	
(157,730.73)	RPS	NIL	
(18,481.05)	HMRC - PAYE	NIL	
(44,170.00)	HMRC - VAT	NIL	
(19,983.90)	HMRC - Corp Tax	<u>NIL</u>	NIL
	DISTRIBUTIONS		
(1,000.00)	Ordinary Shareholders	<u>NIL</u>	NIL
(336,997.29)			<u>37,662.88</u>

**Batchelor and Smith Limited
(IN ADMINISTRATION)**

**THE JOINT ADMINISTRATORS' ESTIMATED OUTCOME STATEMENT
AS AT 11 JULY 2017**

	Realised/Paid £	Anticipated £	Total £
ASSET REALISATIONS			
Book Debts	70,718.74	4,819.26	75,538.00
Plant & Machinery	100.00	NIL	100.00
WIP	3,450.00	NIL	3,450.00
Retentions	NIL	2,387.00	2,387.00
Cash at Bank	1,098.66	NIL	1,098.66
Directors' Loan accounts	NIL	65,668.00	65,668.00
Bank Interest Gross	0.48	NIL	0.48
	<u>75,367.88</u>	<u>72,874.26</u>	<u>148,242.14</u>
COST OF REALISATIONS			
Specific Bond	135.00	NIL	135.00
Pre-administration fees	12,641.50	NIL	12,641.50
Pre-administration expenses	12.00	NIL	12.00
Administrators' Fees	21,457.88	8,287.35	29,745.23
Administrators' Expenses	144.06	NIL	144.06
Pre-app legal fees & disb 2	2,964.84	NIL	2,964.84
Post-app legal fees	195.00	NIL	195.00
Agents Fees	NIL	1,379.00	1,379.00
Statutory Advertising	164.00	NIL	164.00
Accountant Fees	660.00	NIL	660.00
Payroll costs	200.00	NIL	200.00
Debt Collection Fee/commission	3,549.98	482.00	4,031.98
Pension Advice	400.00	NIL	400.00
Insurance of Assets	NIL	110.00	110.00
Liquidators' Fees	NIL	11,165.33	11,165.33
Liquidators' Expenses	NIL	430.60	430.60
	<u>(42,524.26)</u>	<u>(21,854.28)</u>	<u>(64,378.54)</u>
PREFERENTIAL CREDITORS			
DE Arrears & Holiday Pay	NIL	13,774.78	13,774.78
Employee Arrears/Hol Pay	NIL	2,796.86	2,796.86
	<u>NIL</u>	<u>(16,571.64)</u>	<u>(16,571.64)</u>
Estimated Surplus Available for Unsecured Creditors			67,291.96
LIABILITIES			
Creditors as per statement of affairs			<u>(385,954.28)</u>
Estimated deficiency as regards the creditors			<u>(318,662.32)</u>
Estimated dividend prospect to creditors			18.42 p in the £

General Notes

The receipts and payments account and estimated outcome statement must be read in conjunction with the attached notes and report.

Appendix 4

Batchelor and Smith Limited
(IN LIQUIDATION)

SCHEDULE OF THE JOINT ADMINISTRATORS' TIMECOSTS DURING THE REVIEW PERIOD AND THE WHOLE PERIOD OF THE ADMINISTRATION

6001672 - Batchelor and Smith Limited
From 12/01/2017 To: 11/07/2017
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Administration & Planning	6.20	2.70	14.80	0.00	23.70	5,443.00	229.66
100A : Initial Statutory & General Notifications & Filing	0.00	0.00	10.10	0.00	10.10	1,767.50	175.00
102 Scheduling records	0.00	0.00	3.00	0.00	3.00	525.00	175.00
103 : IPS Case / File set up/ Filing	0.00	0.00	2.10	3.90	6.00	738.00	123.00
104 General Administration	0.00	1.30	0.70	3.20	5.20	751.50	144.52
105 Case strategy / Review	0.00	3.30	4.40	0.00	7.70	1,618.00	210.13
106 VAT & CT matters and returns	0.00	0.20	0.10	0.00	0.30	67.50	225.00
Admin & Planning	6.20	7.50	35.20	7.10	56.00	10,910.50	194.83
600 Cashiering	0.00	0.00	1.60	11.30	12.90	1,673.50	129.73
Cashiering	0.00	0.00	1.60	11.30	12.90	1,673.50	129.73
201 : Creditors	0.00	0.00	1.90	1.50	3.40	475.00	139.71
202A : Employees	2.90	0.00	9.90	0.00	12.80	2,747.50	214.65
203 Creditor correspondence / Call	0.00	0.00	3.10	0.00	3.10	550.50	177.58
204 : Unsecured Creditors claims	0.00	0.00	2.80	1.00	3.80	589.00	155.00
204A Dealing with Pension Schemes	0.00	0.00	0.80	0.00	0.80	140.00	175.00
209 Creditors meetings	0.20	0.00	0.60	0.00	0.80	175.00	218.75
215 Para 49 Administrators' Proposals	0.40	0.00	11.80	0.00	12.20	2,205.00	180.74
216 : Para 53 Report of Initial Meeting/Deemed Approval	0.00	0.00	3.00	0.00	3.00	525.00	175.00
Creditors	3.50	0.00	33.90	2.50	39.90	7,407.00	185.64
300 : Investigations	0.00	0.00	1.20	0.00	1.20	210.00	175.00
301 CDDA Reports	0.20	0.00	2.90	0.20	3.30	602.50	182.58
302 Pursuing Antecedent Transactions	0.40	0.00	0.00	0.00	0.40	140.00	350.00
Investigations	0.60	0.00	4.10	0.20	4.90	952.50	194.39
400 Realisation of Assets	0.30	0.00	7.10	0.00	7.40	1,369.50	185.07

401 : Freehold / Leasehold Property	0.00	0.00	1.40	0.00	1.40	257.00	183.57
402 : Plant and Machinery	0.20	0.00	0.00	0.00	0.20	70.00	350.00
403 : Motor Vehicles	0.00	0.00	0.30	0.00	0.30	55.50	185.00
405 Debtors	3.90	0.00	11.20	0.00	15.10	3,350.00	221.85
Realisation of Assets	4.40	0.00	20.00	0.00	24.40	5,102.00	209.10
Total Hours	14.70	7.50	94.80	21.10	138.10	26,045.50	188.60
Total Fees Claimed						21,457.88	

6001672 - Batchelor and Smith Limited
From 12/01/2017 To: 17/07/2017
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Administration & Planning	6.20	2.70	15.00	0.00	23.90	5,480.00	229.29
100A Initial Statutory & General Notifications & Filing	0.00	0.00	10.10	0.00	10.10	1,767.50	175.00
102 Scheduling records	0.00	0.00	3.00	0.00	3.00	525.00	175.00
103 IPS Case / File set up/ Filing	0.00	0.00	2.10	3.90	6.00	738.00	123.00
104 General Administration	0.00	1.30	0.70	3.20	5.20	751.50	144.52
105 Case strategy / Review	0.00	3.30	4.40	0.00	7.70	1,618.00	210.13
106 VAT & CT matters and returns	0.00	0.20	0.10	0.00	0.30	67.50	225.00
Admin & Planning	6.20	7.50	35.40	7.10	56.20	10,947.50	194.80
600 Cashiering	0.00	0.00	1.60	11.30	12.90	1,673.50	129.73
Cashiering	0.00	0.00	1.60	11.30	12.90	1,673.50	129.73
201 Creditors	0.00	0.00	1.90	1.50	3.40	475.00	139.71
202A Employees	2.90	0.00	9.90	0.00	12.80	2,747.50	214.65
203 Creditor correspondence / Call	0.00	0.00	3.10	0.00	3.10	550.50	177.58
204 Unsecured Creditors claims	0.00	0.00	2.80	1.00	3.80	589.00	155.00
204A Dealing with Pension Schemes	0.00	0.00	0.80	0.00	0.80	140.00	175.00
209 Creditors meetings	0.20	0.00	0.60	0.00	0.80	175.00	218.75
211 Annual / Progress report	0.00	0.00	1.50	0.00	1.50	277.50	185.00
215 Para 49 Administrators' Proposals	0.40	0.00	11.80	0.00	12.20	2,205.00	180.74
216 Para 53 Report of Initial Meeting/Deemed Approval	0.00	0.00	3.00	0.00	3.00	525.00	175.00
Creditors	3.50	0.00	35.40	2.50	41.40	7,684.50	185.62
300 Investigations	0.00	0.00	1.20	0.00	1.20	210.00	175.00
301 CDDA Reports	0.20	0.00	2.90	0.20	3.30	602.50	182.58
302 Pursuing Antecedent Transactions	0.40	0.00	0.00	0.00	0.40	140.00	350.00
Investigations	0.60	0.00	4.10	0.20	4.90	952.50	194.39
400 Realisation of Assets	0.30	0.00	7.10	0.00	7.40	1,369.50	185.07
401 Freehold / Leasehold Property	0.00	0.00	1.40	0.00	1.40	257.00	183.57
402 Plant and Machinery	0.20	0.00	0.00	0.00	0.20	70.00	350.00
403 Motor Vehicles	0.00	0.00	0.30	0.00	0.30	55.50	185.00
405 Debtors	3.90	0.00	11.70	0.00	15.60	3,442.50	220.67
Realisation of Assets	4.40	0.00	20.50	0.00	24.90	5,194.50	208.61
Total Hours	14.70	7.50	97.00	21.10	140.30	26,452.50	188.54

Total Fees Claimed

21,457.88

**Batchelor and Smith Limited
(IN ADMINISTRATION)**

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS DURING THE REVIEW PERIOD

Description of work undertaken	Includes
ADMINISTRATIVE PLANNING	
Initial planning and preparation	
Initial planning and preparation	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Initial planning and preparation	
Review of the company's books and records	Collection and making an inventory of company books and records
Initial planning and preparation	
Initial planning and preparation	
Initial planning and preparation	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT compliance and returns	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
ADMINISTRATIVE PLANNING TOTAL	£10,910.50
CREATORS	
Initial planning and preparation	
Initial planning and preparation	
Initial planning and preparation	
Initial planning and preparation	
Initial planning and preparation	Assisting employees to pursue claims via the RPO
Initial planning and preparation	
Initial planning and preparation	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Initial planning and preparation	Corresponding with the PPF and the Pensions Regulator

Description of work undertaken	Includes
Final Report	
Provision Meeting	Preparation of meeting notices, proxies/voting forms and advertisements Notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.
Secured Creditors Claims	Seeking solicitors' advice on the validity of secured creditors' claims. Paying distribution to secured creditors and seeking confirmation of discharged claims
Unsecured Creditors Claims	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
Final Distribution Notice	Preparing a fee estimate for inclusion with the report to creditors
Final Report	
Final Report	
CREATORS TOTAL	£7,407.00
INVESTIGATIONS	
Investigation	
Statutory Investigation	Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
Statutory Investigation	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Investigation & Financial Investigation	
INVESTIGATIONS TOTAL	£952.50

Description of work undertaken	Includes
REALISATION OF ASSETS	
Realisation of assets	Directors' loan account – liaising with Company accountant
Freehold Leasehold Property	Liaising with valuers and agents on marketing strategy and offers received Dealing with tenant issues (if any) Liaising with secured creditors and landlords Agreeing assignment, surrender or disclaiming property
Plant & Machinery	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords
Motor Vehicles	Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales Liaising with solicitors to agree sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments
Leasing Dismissals	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases if appropriate
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and arranging for reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims
Bank & Bank Accounts	Contacting the bank to arrange closure of the account and payment of the funds to the estate
Insurance / Insuring Policies	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
REALISATION OF ASSETS TOTAL	£5,102 00
CASHIERING	
Opening, maintaining and including the Office Holders cashbook and bank account	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheques/payments	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House

Description of work undertaken	Includes
FASHIERING TOTAL	£1,673 50

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes

Rates are likely to be subject to periodic increase

Partners	£295.00 - £495.00
Directors	£250.00 - £450.00
Senior Manager	£225.00 - £375.00
Manager	£200.00 - £250.00
Assistant Manager	£185.00 - £265.00
Senior Administrator	£175.00 - £215.00
Administrator	£150.00 - £175.00
Assistant Administrator	£100.00
Case Accountant	£125.00
Junior Administrator	£75.00 - £100.00
Support Staff/Executive Assistant	£95.00 - £125.00

**In the matter of Batchelor and Smith Limited (In Administration)
and in the matter of The Insolvency Act 1986**

Date of Administration: 12 January 2017

1.	Name of Creditor	
2.	Address of Creditor	
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation (see note)	£
4.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
5.	If the total amount shown above includes Value Added Tax, please show:- (a) amount of Value Added Tax (b) amount of claim NET of Value Added Tax	£ £
6.	If total amount above includes outstanding uncapitalised interest please state amount	£
7.	If you have filled in both box 3 and box 5, please state whether you are claiming the amount shown in box 3 or the amount shown in box 5(b)	
8.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986 (as read with schedule 3 to the Social Security Pensions Act 1975)	Category Amount(s) claimed as preferential £
9.	Particulars of how and when debt incurred.	
10.	Particulars of any security held, the value of the security, and the date it was given	£
11.	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	

**Batchelor and Smith Limited
(IN ADMINISTRATION)**

FEE ESTIMATE COVERING ADDITIONAL WORK REQUIRED IN THE ADMINISTRATION

CREDITORS - Note 2

Description of the Work to be undertaken

	Estimated time to be taken to undertake the work (Hrs)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£/Hr)
Creditors			
ERA - completing documentation for submission to the Redundancy Payments Office ("RPO") and liaising with the RPO regarding employee claims			
Employees - obtaining information from records about employee claims and dealing with employee correspondence/calls regarding their claims			
Preparing the documentation and dealing with initial appointment notification to creditors			
Dealing with creditor correspondence, emails and telephone conversations			
Dealing with Pension Schemes			
Final Reports			
Payment of Dividends - calculating, paying a dividend to creditors & issuing the declaration notice			
Notice of Intended Dividend - issuing a notice of intended dividend to creditors and advertising where appropriate			
Reviewing and adjudicating creditors' claims - adjudicating claims & requesting additional information in support of claims			
Dealing with HMRC/RPO claims			
Creditors' Meeting			
Annual/Progress Reports			
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors			
Para 49 Administrators' Proposals			
Para 53 Report of Initial Meeting			
TOTAL	43.00	8804.25	204.75

INVESTIGATIONS - Note 3

Description of the Work to be undertaken

	Estimated time to be taken to undertake the work (Hrs)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£/Hr)
Investigations			
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.			
CDDA Reports - Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act			
Investigating & Pursuing Antecedent Transactions			
TOTAL	4.90	1003.28	204.75

REALISATION OF ASSETS - Note 4

Description of the Work to be undertaken

	Estimated time to be taken to undertake the work (Hrs)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£/Hr)
Realisation of Assets			
Freehold/Leasehold Property			
Motor Vehicles			
Debtors			
Work in Progress			
Directors' loan account			
Arranging & Monitoring Insurance			
TOTAL	25.00	5118.75	204.75

CASHIERING

Description of the Work to be undertaken

Opening, maintaining and managing the Office Holders' cashbook and bank account.
Dealing with cheque requisitions
Dealing with deposit forms
Bank Reconciliations
Preparing & Filing statutory Receipts & Payments accounts

TOTAL

8 75	1680.00	192 00
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CLOSING PROCEDURES

Description of the Work to be undertaken

Move from Administration to CVL

TOTAL

8 50	1632 00	192 00
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OVERALL SUMMARY OF WORK CATEGORIES

Estimated total value		
Estimated total time to be taken to undertake the work (Hrs)	of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£/Hr)
ADMINISTRATION AND PLANNING		
CREDITORS	56 20	11506 95
INVESTIGATIONS	43 00	8804 25
ASSET REALISATIONS	4 90	1003 28
CASHIERING	25 00	5118 75
CLOSING PROCEDURES	8 75	1680 00
OVERALL TOTAL	146 35	29745 23
		203 25

Note 1 Administration and planning - This represents the work that is involved in the routine administrative functions of the case by the office holders and their staff, together with the control and supervision of the work done on the case by the office holders and their managers. It does not give direct financial benefit to the creditors, but ensures that the case is managed in a professional and methodical manner and has to be undertaken by the office holders to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow

Note 2 Creditors' Employees - The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Office (RPO). That work will include dealing with queries received from both the ex-employees and the RPO to facilitate the processing of the claims. The office holder is required to undertake this work as part of his statutory functions. Claims of creditors - the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions. Dividends - the office holder has to undertake certain statutory formalities in order to enable him to pay a dividend to creditors. This includes writing to all creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by creditors in order to formally agree their claims, which may involve requesting additional information and documentation from the creditors

Note 3. Investigations - The insolvency legislation gives the office holders powers to take recovery action in respect of what are known as antecedent transactions eg where assets have been disposed of prior to the commencement of the insolvency procedure (and also in respect of matters such as misfeasance and wrongful trading). The office holders are required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified then the office holders will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary, and further information will be provided to creditors and approval for an increase in fees will be made as necessary. Such recovery actions will be for the benefit of the creditors and the office holders will provide an estimate of that benefit if an increase in fees is necessary. The office holders are also required by legislation to report to the Department for Business, Innovation and Skills on the conduct of the directors. The work to enable them to comply with these statutory obligations may also identify potential recovery actions.

Note 4. Realisation of Assets - This is the work that needs to be undertaken to realise the known assets in the case. If this work is undertaken, the office holder anticipates that the assets will realise the estimated to realise amounts provided to creditors.

Note 6. Cashiering - The office holders must ensure that estate bank accounts are opened and maintained in accordance with legislation and SIPs. Bank reconciliations are performed on all bank accounts and statutory receipts and payments accounts are filed at Companies House & Court.

Note 7. Closing Procedures - The office holders are required by statute to effect an orderly end to the case and although this has no direct financial benefit to the creditors it is necessary so that where applicable final meetings are advertised and held and final reports are filed at Companies House and Court.

**Batchelor and Smith Limited
(IN ADMINISTRATION)**

NOTICE OF DECISION PROCEDURE / VOTE BY CORRESPONDENCE

NOTICE OF DECISION PROCEDURE

Company Name: Batchelor and Smith Limited (In Administration) ("the Company")

Company Number: 01986394

In the High Court of Justice, Companies Court no. 8645 of 2017

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Administrators of the Company, Andrew Watling and Carl Jackson, of Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, (telephone number 02380 821870), who were appointed by the directors of the Company.

Creditors are invited to vote by correspondence on the following (for the full wording of proposed decisions, see overleaf):

1. The Joint Administrators be authorised to increase their fee estimate for the time properly spent by themselves and their staff in dealing with matters relating to the Administration of the Company to £29,745.23.
2. The pre-appointment costs incurred by Moore Blatch as detailed in the Joint Administrators' proposals and summarised in the Joint Administrators' Progress Report be ratified and their payment approved.

Overleaf is a voting form on which creditors may signify their decisions on the above matters. All voting forms, together with a proof of debt if one has not already been submitted, must be completed and returned to the Joint Administrator by one of the methods set out below:

By post to: Quantuma LLP, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
By email to: southamptonvoting@quantuma.com

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.

All voting forms and proofs of debt must be delivered by 23.59 on the Decision Date, 10 August 2017.

If the Joint Administrator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the time specified above.

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting:	10% in value of the creditors
	10% in number of the creditors
	10 creditors

A creditor may appeal a decision by application to the Court in accordance with Rule 15.35 of the Rules. Any such appeal must be made not later than 21 days after the Decision Date.

Signed:


Andrew Watling
Joint Administrator

Dated: 18 July 2017

VOTE BY CORRESPONDENCE

Batchelor and Smith Limited (in Administration)

Name of Creditor: _____

Address: _____

Decisions:

1	The Joint Administrators be authorised to increase their fee estimate for the time properly spent by themselves and their staff in dealing with matters relating to the Administration of the Company to £29,745.23.	*For / Against
2	The pre-appointment costs incurred by Moore Blatch as detailed in the Joint Administrators' proposals and summarised in the Joint Administrators' Progress Report be ratified and their payment approved.	*For / Against

*** Please delete as applicable to indicate your voting instructions**

Signed: _____ Dated: _____

Name in capitals: _____

Position with, or relationship to, creditor or other authority for signature: _____

Are you the sole member/shareholder of the creditor (where it is a company)? Yes / No

NOTE: Once a vote has been cast, it cannot be changed.

Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23.59 on 10 August 2017, by:

Post: Quantuma LLP, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ

Email: please scan in a signed copy of this form and attach it as a pdf to southamptonvoting@quantuma.com

**Batchelor and Smith Limited
(IN ADMINISTRATION)**

NOTICE OF INVITATION TO FORM A CREDITORS' COMMITTEE

NOTICE OF INVITATION TO FORM A CREDITORS' COMMITTEE

Company Name: Batchelor and Smith Limited (In Administration) ("the Company")

Company Number: 01986394

In the High Court of Justice, Companies Court no. 8645 of 2017

This Notice is given under Rule 3.39 of the Insolvency Rules (England & Wales) 2016 ("the Rules"). It is delivered by the Joint Administrators of the Company, Andrew Watling and Carl Jackson, of Quantuma LLP, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, telephone number 02380 821870, who were appointed by the directors of the Company.

Creditors are invited to nominate creditors (which may include themselves) by completing the section below and returning this Notice to the Joint Administrator by one of the following methods:

By post to: Quantuma LLP, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ

By email to: Melanie.Croucher@Quantuma.com

Please note that, if you are sending nominations by post, you must ensure that you have allowed sufficient time for the Notice to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.

All nominations must be delivered by: 23.59 pm on 10 August 2017

Nominations can only be accepted if the Joint Administrator is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules.

For further information on the role of Creditors' Committees, go to: <http://www.quantuma.com/guide/guide-creditors-committee/>

Signed: _____

Andrew Watling
Joint Administrator

Dated: 18 July 2017

NOMINATIONS FOR MEMBERS OF A CREDITORS' COMMITTEE

Batchelor and Smith Limited (In Administration)

On behalf of (name of Creditor): _____

,

at (address of Creditor): _____

,

I nominate the following creditor(s) to be member(s) of a Creditors' Committee (provide name(s) and address(es)):

1. _____

2. _____

3. _____

Signed: _____

Dated: _____

Name in capitals: _____

Position with, or relationship to, Creditor or other authority for signature: _____

Are you are the sole member/shareholder of the Creditor (where it is a company)?

Yes / No